

STATE OF MONTANA SECRETARY OF STATE RECORDS AND INFORMATION MANAGEMENT (RIM) GENERAL RECORDS RETENTION SCHEDULE		Records Category PAYROLL/PERSONNEL				
		General Schedule Number 5				
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Item	Record Series Title	Distribution	Office (in years)	Storage (in years)	Total (in years)	Disposition
						*Toss/Shred/Delete (T/S/D)
	Payroll					
1	Calculated Detail Listing (Payroll Register)	Agency	4	0	4	T/S/D
		State Payroll	1	49	50	T/S/D
2	Cross Reference Listing – Biweekly	Agency	4	0	4	T/S/D
		State Payroll	1	9	10	T/S/D
3	Cross Reference Listing – Yearly	Agency	4	0	4	T/S/D
		State Payroll	1	19	20	T/S/D
4	Decedent's Warrants	Agency	3 years after termination	7	Work years plus 10	T/S/D
5	Employee Master Record – Bimonthly	Agency	4	0	4	T/S/D
		State Payroll	1	3	4	T/S/D
6	Employee Master Record – Yearly	Agency	4	0	4	T/S/D
		State Payroll	1	49	50	T/S/D
7	Enrollment Forms	Agency	3 years after termination	7	Work years plus 10	T/S/D
8	Garnishments	State Payroll	3 years after satisfaction	0 y	3 years after satisfaction	T/S/D T/S/D
9	Longevity Records	Agency	3 years after termination	7	Work years plus 10	T/S/D

Per ARM 44/14/101 agencies must keep digital, official records migrated (readable and accessible) for their Total lifecycle.

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10	Monthly Deduction Reports	Agency State Payroll	4 1	0 4	4 5	T/S/D T/S/D
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Item	Record Series Title	Distribution	Office (in years)	Storage (in years)	Total (in years)	Disposition *Toss/Shred/Delete (T/S/D)
11	Payroll Files – Employee a. Payroll Vouchers (obsolete)	Agency	4 3	6 2	10 years after termination 5	T/S/D T/S/D
12	Pre-payroll Listing	Agency State Payroll	4 3 months	0 3	4 3 years, 3 months	T/S/D T/S/D
13	Quarterly Reports	Agency State Payroll	4 1	0 3	4 4	T/S/D T/S/D
14	Revocations (decendent's warrant, PERS)	Agency	3 after termination	7	Work plus 10	T/S/D
15	Special Reports (turnaround documents, wage/insurance increases, etc.)	Agency State Payroll	4 1	0 4	4 5	T/S/D T/S/D
16	State Share Reports	Agency State Payroll	4 1	0 3	4 4	T/S/D T/S/D
17	Status Forms	Agency	4	0	4	T/S/D
18	Time Sheets (includes leave requests, leave use records, request to work overtime/compensatory time)	Agency P/P/P	3 50	0 0	3 50	T/S/D T/S/D
19	W-2 Wage and Tax Statement (Undistributed)	Agency State Payroll	4 25 years Fiche	0 0	4 25 years on Fiche	T/S/D T/S/D
20	W-4 Employee Withholding	Agency	Work plus 3	7	Work plus 10	T/S/D

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21	W-5	Agency State Payroll	1	0	1	T/S/D
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Item	Record Series Title	Distribution	Office (in years)	Storage (in years)	Total (in years)	Disposition *Toss/Shred/Delete (T/S/D)
	PERSONNEL					
22	Accident Reports	Agency	10 after termination	0	Work plus 10	T/S/D
23	Alternative Schedule Requests	Agency	3 after termination	7	Work plus 10	T/S/D
24	Americans with Disabilities Act Complaint Form	Agency	3 after resolution or use in litigation	7	10 after use	T/S/D
25	Formal Discipline Actions/Documentation (written warning, suspension notice, disciplinary demotion, discharge)	Agency	3 after termination or according to contract language	7	Work plus 10 or according to contract language	T/S/D
26	Education and Training Records	Agency	3 after termination	7	Work plus 10	T/S/D
27	EE0/Affirmation Actions Records	Agency State Personnel	Until superseded by updated records	0	Until superseded by updated records	T/S/D
28	Employee Earnings Records (those prior to 1969 that Central Payroll does not maintain)	Agency	50	0	50	T/S/D
29	Employee File Folder (Terminated)	Agency	2	8	10	T/S/D
30	Exit Interviews	Agency	3 after termination	7	Work plus 10	T/S/D

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31	Family and Medical Leave Notice of Rights	Agency	3 after termination	7	Work plus 10	T/S/D
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Item	Record Series Title	Distribution	Office (in years)	Storage (in years)	Total (in years)	Disposition *Toss/Shred/Delete (T/S/D)
32	Grievance Form (Note: This does not include investigation documentation that will be retained according to the specific situation.)	Agency	3 after termination or according to contract language	7	Work plus 10 or according to contract language	T/S/D
33	Immigration Form (1-9)	Agency	3 after hire or 1 after termination, whichever is later	0	3 after hire or 1 after termination whichever is later	T/S/D
34	Leave Requests (not on Time Sheet, includes annual, sick, sick-leave fund, disability & maternity, disaster & emergency, military, jury duty, witness, holidays, leave-of-absence without pay, compensatory time off)	Agency	3 after termination	7	Work plus 10	T/S/D
35	Licenses and Professional/Technical Certifications	Agency	3 after termination	7	Work plus 10	T/S/D
36	Medical Records (includes disability documentation, medical exams, inquiries about medical conditions, handicap status certifications, etc.)	Agency	3 after termination	7	Work plus 10	T/S/D
37	Moving and Relocation Agreements	Agency	3 after termination	7	Work plus 10	T/S/D
38	Pay Plan Exception-Individual	Agency	3 after termination	7	Work plus 10	T/S/D
39	Pay Plan Exception-Blanket	Agency State Personnel	3 after superseded	2	5	T/S/D

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1 The Americans with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.

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Item	Record Series Title	Distribution	Office (in years)	Storage (in years)	Total (in years)	Disposition *Toss/Shred/Delete (T/S/D)
40	Performance Appraisal	Agency	3 minimum and 2 after last use in an employment decision	0	3 minimum and 2 after last use in an employment decision	T/S/D
41	Agency Classification Requests	Agency	2	0	2	T/S/D
		OBPP	4	0	4	T/S/D
		State Personnel	2	0	2	T/S/D
42	Classification/Wage Appeal	Agency	2	0	2	T/S/D
		State Personnel	4	0	4	T/S/D
43	Position Descriptions	Agency State Personnel	2 after superseded	0	2 after superseded	T/S/D
44	Position Detail Form	Agency	5 superseded	0	5 after superseded	T/S/D
		OBPP	4	0	4	T/S/D
45	Position Review Form	Agency State Personnel	2 after superseded	0	2 after superseded	T/S/D
46	Probation Extension	Agency	3 after termination	7	Work plus 10	T/S/D
47	Promotion	Agency	3 after termination	7	Work plus 10	T/S/D

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48	Public Employee Retirement System (PERS) Application for Withdrawal	Agency MPERA	3 after termination Permanent	7 0	Work plus 10 Permanent	T/S/D None

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49	Recruitment/Selection Process Documentation (may include position description, vacancy announcement, advertisements, list of recruitment sources, applications, supplemental questionnaires, other application materials, selection procedures & criteria used to evaluate performance, written evaluations, names & titles of individuals participating in the design or administration of selection procedures, records documenting applicant flow, and correspondence with applicants).	Agency	3 years after each selection	0	3 after each selection	T/S/D
49a	Recruitment/Screening/Selection (MINE)	DOA-SHRD	0	3 after closing date	3 after closing date	Delete
50	Application Documentation, Hired Employees (including resumes, supplements, etc.)	Agency	3 after termination	7	Work plus 10	T/S/D
51	Application Documentation, Not Hired (including resumes, supplements etc.)	Agency	3	0	3	T/S/D
52	Reduction-in-Force Notice (layoff notice)	Agency	3 after termination	7	Work plus 10	T/S/D
53	Reduction-in-Force Reinstatement Offer	Agency	3 after termination	7	Work plus 10	T/S/D
54	Reduction-in-Force Roster and Preference Documentation	Agency DLI	3 or according to contract language	0	3, or according to contract language	T/S/D

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55	Resignation	Agency	3 after termination	7	Work plus 10	T/S/D
56	Sexual Harassment Complaint	Agency	3 after termination	7	Work plus 10	T/S/D

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57	Sexual Harassment Investigation Report & Documentation	Agency	3 after termination	7	Work plus 10	T/S/D
58	Transfer	Agency	3 after termination	7	Work plus 10	T/S/D
59	Wage and Hour Claims	Agency	3 after termination	7	Work plus 10	T/S/D
60	Collective Bargaining Agreements	DOA-SHRD	Permanent	0	Permanent	None
		Agency	2	6	8 after expired	T/S/D

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